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DDA 84-0046/50
21 December 1984

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 21 December 1984

1. Progress reports on tasks assigned by the DCI/DDCI:

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None.

2. Items/events of interest:

d. A representative from the Office of Information Services attended a briefing on the unauthorized disclosures reported by the Agency to the Department of Justice during the period 1 April through 30 September 1984. The briefing was provided at the request of the Information Security Oversight Office (ISOO) by speakers from the Office of Security and the Office of General Counsel. ISOO was particularly interested in the Agency's policy on document distribution and CIA's relationship with the FBI during the investigation of unauthorized disclosures.

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i. Students participating in the Field Tradecraft Course traveled to [redacted] to complete the third phase of their final comprehensive exercise. [redacted] provided surveillance support and presented a critique of the students' tradecraft and demeanor. The exercise accomplished its objectives and there were no security incidents.

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j. The Director of Personnel participated in recruiting activities in Phoenix, Arizona, and Los Angeles, California, during the week of 10 December. Representatives from the Offices of Security and Medical Services were available on the spot to conduct polygraphs and assessments for suitability for those applicants whom the DI recruiter named as definite employment candidates. This new process is a major first step in the Office of Personnel's drive to reduce employment processing time to 120 days.

1. Renovations throughout the Headquarters area are progressing well. Both the North Cafeteria and South Cafeteria projects are continuing during the weekends, and the patching, sanding, and dry wall operations are

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nearing completion. Additionally, repair to the pedestrian tunnel is on schedule, and the sidewalk between the bus stop and the tunnel, as well as the handicap ramp, was poured during the reporting period. The contractor will prepare forms for the new steps and reset the Nathan Hale statue during the week of 24 December.

m. A fifteen-foot blue spruce Christmas tree with 250 lights was installed on the quadrangle in front of the main entrance to the Headquarters Building for the enjoyment of all personnel on the compound.

3. Significant activities anticipated during the coming week:

None.

[Redacted Signature]

/ Harry E. Fitzwater

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